



Forest Charter School

A Personalized Learning Program
Accredited by the Western Association of Schools and Colleges

Forest Charter School is seeking highly qualified applicants for the following position:

JOB TITLE: Front Desk/Office Assistant

SCHEDULE: Full time, Monday – Friday 8:30am – 4:30pm

WAGE: \$20.95 - \$41.61/hour DOE

LOCATION: Nevada City, CA

DESCRIPTION: Under the direction of the Business Director or other designee, the Front Desk/Office Assistant is responsible for greeting and welcoming visitors and students, receiving and delivering all incoming and outgoing mail and packages, answering all calls and directing as needed, scheduling meetings, and coordinating office activities. This position also manages the school wide food program and assists in the annual portfolio audit.

QUALIFICATIONS:

- See attached job description

OTHER REQUIREMENTS:

- Clear TB Test prior to employment
- Criminal Justice Fingerprint Clearance prior to employment

TO APPLY: Submit resume, cover letter, and three references to:

Forest Charter School
Attn: Meshawn Simmons
470 Searls Avenue
Nevada City, CA 95959
msimmons@forestcharter.com

DEADLINE TO APPLY: Until Filled

Forest Charter School

Job Description

Position Title: *Front Desk/Office Assistant*

Salary Placement: *Classified*

Summary of Position:

Under the direction of the Business Director or other designee, the Front Desk/Office Assistant is responsible for greeting and welcoming visitors and students, receiving and delivering all incoming and outgoing mail and packages, answering all calls and directing as needed, scheduling meetings, and coordinating office activities. This position also manages the school wide food program and assists in the annual portfolio audit.

Skills: Excellent interpersonal and communication skills and an ability to communicate with a range of audiences including other employees within the school, parents, and students. Ability to show sensitivity and objectivity with confidential issues. Knowledge of Microsoft Office and Google Suite. Ability to input data with high accuracy.

Essential Functions:

Essential functions may include, but are not limited to the following:

- Welcomes and provides support and direction to all visitors and students, answers calls
- Receives and delivers all incoming and outgoing mail and packages, including student records
- Provides student work permits as needed
- Maintains health and safety supplies including first aid kits and office supplies
- Coordinates with all learning centers to make sure sites have adequate school meal supplies
- Performs food inventory and places food orders when necessary
- Works with the health department to ensure FCS is to code
- Provides general office support; filing, data entry, file creation, library support, etc.
- Coordinates and performs online portfolio audit
- Tracks inventory of office materials and restocks as needed
- Supports students one-on-one in classroom environment as needs arise
- Other duties as assigned

Physical Demands:

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs